

## **SUPPLIER GUIDING PRINCIPLES (SGP)**

### **Our commitment**

At **FELM LIMITED**, we believe that our suppliers are key partners in our success. As part of our commitment to achieving excellence, we expect our suppliers to adhere to the highest standards of quality, ethical practices, and sustainability, in alignment with our Integrated Management System (IMS), which includes the following key areas: quality management, environmental responsibility, occupational health and safety, and social responsibility.

These **Supplier Guiding Principles (SGP)** define our standards and expectations for our suppliers, helping to ensure a mutually beneficial and sustainable relationship. We are committed to building long-term, responsible, and ethical relationships in Uganda and beyond by partnering with suppliers who uphold these principles.

### **1. Commitment to Quality**

We are committed to delivering high-quality products and services that meet or exceed customer expectations. Therefore, suppliers are expected to:

- a) Comply with FELM's quality standards, product specifications, and contractual obligations.
- b) Ensure that products conform to applicable industry standards and legal requirements.
- c) Establish and maintain processes for continual quality improvement, including regular audits and timely corrective actions.
- d) Maintain proper documentation for quality control and product traceability.

### **2. Environmental Responsibility**

Environmental sustainability is a central focus of our operations. Suppliers must:

- a) Comply with all relevant local and national environmental laws, regulations, and standards.
- b) Identify and list all waste materials generated during operations.
- c) Handle and dispose of hazardous materials/waste under applicable legislation.
- d) Maintain and communicate a hazardous materials management program.
- e) Provide a list of all hazardous substances intended for use on FELM premises.
- f) Develop spill response procedures where relevant.
- g) Inform the FELM Environmental Officer of any activity with potential environmental impact.
- h) Ensure that affected communities or individuals are notified about activities in their area.

### **3. Occupational Health & Safety (OHS)**

We are committed to protecting the health and safety of all workers. Suppliers must:

- a) Adhere to all relevant occupational health and safety standards and proactively work to prevent accidents.
- b) Provide appropriate safety training and personal protective equipment to all employees.

- c) Conduct regular workplace risk assessments and implement mitigation measures.
- d) Comply with all applicable Ugandan labor and safety laws and international best practices.
- e) Clearly communicate all potential hazards, including through signage and proper labeling.
- f) Maintain up-to-date Material Safety Data Sheets (MSDS) for all hazardous substances.
- g) Establish an emergency response plan for incidents such as spills or chemical releases.
- h) Follow permit-to-work procedures for high-risk tasks, including hot work, working at heights, confined space entry, and electrical work.
- i) Comply with energy isolation procedures (Lock-out/Tag-out).
- j) Report all incidents, including injuries, spills, fires, and near-misses.
- k) Restrict access to authorized areas only and follow all FELM visitor protocols.
- l) Adhere to plant speed limits and maintain clear emergency exits and walkways at all times.

#### **4. Food Safety Requirements**

As FELM LIMITED engages in secondary food packaging, we are committed to prioritizing the health and safety of our customers. Therefore, all our suppliers are required to uphold the highest standards of food safety in line with ISO 22000:2018, UNBS packaging and hygiene standards, and applicable Ugandan food laws. This includes;

- a) implementing hazard control measures (e.g., HACCP);
- b) ensuring traceability and recall readiness, using only certified food-grade packaging,
- c) managing allergens where applicable,
- d) and maintaining hygienic facilities. Suppliers must provide relevant documentation, train staff in food safety, and remain audit-ready at all times.

#### **5. Ethical Business Conduct**

We require all suppliers to conduct their business with the highest level of ethics and integrity. Suppliers must:

- a) Prohibit child labor, forced labor, or any form of exploitation.
- b) Provide fair wages, benefits, and working conditions according to Ugandan labor law.
- c) Uphold principles of equality, non-discrimination, and respect for all workers.
- d) Comply with anti-bribery, anti-corruption, and anti-fraud regulations.

#### **6. Compliance with Legal and Regulatory Requirements**

Suppliers must comply with all applicable laws and regulations, including but not limited to:

- a) Ugandan laws governing labor, occupational safety, environmental protection, and commerce.
- b) Relevant international trade laws, including those governing imports, exports, sanctions, and tariffs.
- c) Ensuring all business licenses, permits, and certifications are valid and current.

#### **7. Transparency and Accountability**

Suppliers are expected to operate in an open and accountable manner. This includes:

- a) Maintaining accurate, complete, and transparent records and documentation.
- b) Reporting issues, incidents, or breaches of these principles promptly.

- c) Providing regular updates on performance metrics, particularly related to quality, safety, and environmental impact.

## **8. Continuous Improvement**

We promote a culture of ongoing improvement and innovation. Suppliers should:

- a) Monitor and evaluate their performance in key areas, including quality, safety, environmental impact, and ethical practices.
- b) Conduct internal assessments and implement necessary corrective actions.
- c) Encourage feedback and ideas from employees, partners, and stakeholders to drive innovation.

## **9. Confidentiality and Data Protection**

Suppliers must maintain strict confidentiality of all proprietary and sensitive information shared by FELM LIMITED. This includes:

- a) Protecting company and customer data against unauthorized access, disclosure, or misuse.
- b) Adopting industry-standard data protection protocols to safeguard information assets.

## **ACKNOWLEDGMENT AND ACCEPTANCE**

On behalf of the Supplier, I confirm that I have read, understood, and agreed to adhere to the Supplier Guiding Principles of FELM LIMITED.

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| NAME      |  |
| POSITION  |  |
| SIGNATURE |  |
| DATE      |  |